

**OFFICE FURNITURE AND MISCELLANEOUS FURNITURE****TERMS OF SALE**

Net 45 days or by Controller Transfer. Orders from California State agencies are exempt from State sales tax and federal excise tax. All other agencies must add current State sales tax to orders.

All prices herein are list prices effective with the date printed on the bottom of the price list and supersede all other published price lists. Prices shown cover standard products only. Prices and specifications are subject to change without prior notice.

The unit price listed in the schedule includes delivery strictly to dockside locations. Applicable prices are those prices in effect at the time of receipt of purchase order or those established by awarded contract or bid. Prices are domestic prices only for shipment within the continental United States.

**MINIMUM ORDER**

No minimum order requirements.

**ACKNOWLEDGMENTS**

Upon receipt of a completed purchase order, PIA will issue an Order Acknowledgment to **both the bill-to and ship-to addresses**. Orders will be manufactured and invoiced based upon the information on the acknowledgment. **IF THERE IS ANY DISCREPANCY, PLEASE NOTIFY PIA IMMEDIATELY.**

After the date of acknowledgment, orders may not be changed or cancelled in whole or in part without the written agreement of all parties concerned.

**ORDER INFORMATION**

Purchase orders are to be sent to:  
**Prison Industry Authority**  
Attn: Customer Service  
560 East Natoma Street  
Folsom, CA 95630-2200

All orders must include:

- ship-to and bill-to addresses
- authorized signature to encumber funds
- agency funding source: fund, agency, fiscal year, reference (State agencies only)
- agency contact person and public telephone number including area code
- bid number if applicable
- complete 12-digit style number
- specific colors, finishes and options

Please, do not FAX orders or any documents which may include credit card information—this is a "phone-in" process only. For credit billing questions, you may call 916/358-2684. To cancel an order, please call Customer Service.

**INSTALLATION INSTRUCTIONS**

Purchase orders must specify item and placement (right, left or center when appropriate) on items requiring factory installation, i.e., pedestals, storage, keyboards and center drawers.

**CREDIT CARD ORDERS**

Customers may use one of several major credit cards accepted by PIA. To place an order, please call Customer Service at 916/358-2727 and request the Credit Card Desk or call direct to 916/358-1421.

**BID ORDERS**

Purchase orders based on successfully awarded bids must have the applicable bid number written **noticeably** on the order.

**CONTACT PIA CUSTOMER SERVICE:**

Phone: 916-358-2727

Fax: 916-358-2660

**CONTACT PIA SALES STAFF:**

Phone: 916-358-2733

Fax: 916-358-2364

**CREDIT CARD LINE:**

916-358-1421

**WEBSITE ORDERS:**

[www.pia.ca.gov](http://www.pia.ca.gov)

**DO NOT send a confirming copy of your purchase order if it is faxed or sent on the website.**

**DELIVERY**

Contact Customer Services for delivery dates, as they vary by product.

PIA will make every attempt to meet scheduled delivery dates. If PIA cannot deliver product as scheduled due to causes beyond its control, i.e., casualty, labor disputes or accident, inability to obtain necessary labor, material or transportation, or changes requested by the customer, the delivery date will be examined by PIA and a new date will be established.

**PRIOR NOTIFICATION**

If you would like to be notified prior to delivery, the request must be made on the purchase order with a contact name and telephone number.

**REDELIVERY OF FREIGHT**

When redelivery of merchandise is required because customer is not ready to accept merchandise and no notification of this fact is given to PIA at least one week prior to the scheduled ship date, the actual costs for freight, restocking and rehandling will be billed to the customer.

**CHANGES & CANCELLATIONS**

Changes and cancellations are subject to approval by PIA. Requests for change orders or cancellations must be submitted to PIA in writing. Change orders must refer back to the original order. A Change Order Acknowledgment will be forwarded if approved.

Change orders and cancellations are subject to additional charges for reimbursement of costs incurred. Change order delivery dates may also be rescheduled. If the order has already been shipped at the time of cancellation, shipping costs are the responsibility of the customer.

Orders for nonstandard and custom products are not subject to cancellation.

**SHIPMENT DAMAGE/SHORTAGES**

All shipments should be carefully inspected by the customer before acceptance. If damage has occurred and the delivery is accepted, the damage must be noted on the Bill of Lading at the time of delivery. The notation must be signed and include the printed name of the receiver and driver. Concealed shortages or damages must be reported to Customer Service within ten (10) days so a claim can be filed with the carrier.

**The notation must be signed and have the printed names of both the driver and the receiver.**

**RETURN POLICY**

PIA reserves the right to refuse the return of standard, non-standard (custom), or altered products.

PIA products that have been altered, such as silk-screened items, are not returnable.

To return unused, undamaged products, customers must request a **Returned Merchandise Authorization (RMA)** through the PIA Customer Services Branch. Credit cannot be issued for stock returned without prior authorization.

All requests must be made within 30 days after receipt of item(s) with the following exceptions: Requests for clothing, miscellaneous textiles, flags, gloves, boots and shoes, mesh signs and binders must be made within **90 days after receipt**. Only **warranty returns** are accepted for mattresses, pillows and pillow covers.

If a return is authorized, PIA will make arrangements for pickup and bill the customer for round-trip freight charges. Customers should not make their own arrangements for return of items, as PIA is not responsible for items lost or damaged in transit if (1) the customer has made their own shipping arrangements and/or (2) the items are shipped freight prepaid. Damaged items will be refused.

Returns are subject to a 25% restocking charge with the exception of Prompt Delivery Program (PDP) orders, which may include a 5% restocking charge.

If PIA determines that a returned item has been used, modified or altered in any way, the item will be returned at the customer's expense and a credit will not be issued.

Refer to the Shipment Damages/Shortages and Warranty Policy sections of Terms and Conditions for additional information on returns.

**OFFICE FURNITURE AND MISCELLANEOUS FURNITURE****WARRANTY POLICY**

PIA warrants to the original purchaser that products are free from defects in materials and workmanship found through normal usage during the specified warranty period. The warranty applies for products installed/delivered at the shipping destination only.

The customer agrees to use PIA products properly: not to remove or alter safety devices, warnings or operating instructions placed on products, and to instruct employees as to the proper care and use of products according to the furnished printed information.

It is the customer's responsibility to inspect items at the time of delivery to the extent practical. Damaged merchandise must be reported within ten days of delivery.

If any defect is discovered within the warranty period, PIA must be notified in writing within 15 days of discovery of the defect. Warranty returns must be accompanied by proof of purchase. If identified within 90 days of purchase, transportation costs for warranty returns will be absorbed by PIA.

→ Furniture, including seating, has a 5-year warranty.

Refer to the Return Policy section of the *Terms and Conditions* for the procedure to obtain return authorization.

**WAIVER POLICY**

State agencies may be granted waivers by PIA to procure products from other sources. Agencies seeking waivers will be directed to their assigned PIA sales representative. If the product involved is not made by PIA, or for economic or technical reasons cannot be made, a waiver may be granted for outside procurement. Additionally, waivers may be granted to accommodate individual medical requirements (see below). If the sales representative agrees that a waiver is appropriate, the customer is required to give justification for the waiver request and provide a copy of the purchase order to the alternate vendor. PIA will send a waiver letter to the customer, which shall accompany the purchase order through General Services Procurement. It is the customer's responsibility to cancel any existing purchase orders for item(s) no longer required as a result of a granted waiver.

**Medical Waivers**

PIA will grant waivers based upon medical reasons to agencies who are required to purchase from PIA under Penal Code 2800. Purchase orders for medical waivers must be accompanied by an authorization from the agency's Americans With Disabilities Act coordinator or designee. Documents should **NOT** include the name of the affected employee.

**COMPONENT PARTS**

Replacement parts may be purchased for current PIA products. Replacement parts for discontinued products may be available for a limited time after discontinuance. Contact Sales for price and part number.

**CUSTOMER'S OWN MATERIAL (COM) CUSTOM PRODUCTS**

COM and custom requests must be approved by PIA prior to acceptance. A sample of COM or custom product drawing must be submitted for approval prior to acceptance of order. PIA will determine if material/custom product is suitable to manufacturing processes, determine if additional testing is required to meet specifications, and establish a price. If PIA agrees to use the material and manufacture a custom product, PIA will not be responsible for the condition, quality, value, performance, physical properties, or any other aspect of the product and PIA shall have no liability for any damages, injuries, or losses to the customer or to any third party that shall be caused by the use of the COM or custom ordered product and the customer shall hold PIA harmless for such liability. Custom products and use of COM materials will extend standard delivery dates to accommodate ordering raw materials. Custom or nonstandard products will be upcharged.

**CALIFORNIA TB 133 FIRE SAFETY CODE**

PIA offers many chairs/lounges which can be manufactured to the standards set forth in California Technical Bulletin 133. See the "TB 133 Seating" section following "Lounge Seating" for additional information.

When considering COM for use on a chair that must meet TB 133, please contact the PIA Sales Department for assistance.

**FREIGHT CHARGES**

Prices quoted include freight prepaid to destination within California via carrier of PIA's choice, excluding (1) Residential Life Furniture and (2) Options & Accessories. For Residential Life Furniture orders, please contact your PIA Sales Representative for freight and set-in-place charges.

For accessory items such as wrist rests, footrests and key board supports, see the **Options & Accessories Delivery Charges** schedules.

**Out of State Deliveries**

Out-of-state delivery will be F.O.B. shipping point and does not include set-in-place, assembly or installation. PIA will ship prepaid and the freight charges will be added to the invoice. Estimated freight charges must be included as an additional line item on the purchase order.

**SET IN PLACE CHARGES**

To determine the type of delivery required for your order and the appropriate charge, refer to the delivery information below. Rates for set-in-place and/or assembly charges are listed.

There are three delivery types available: dockside,

set-in-place, or set-in-place/assembly. Dockside delivery is included in the list price. The type of delivery requested **MUST** be indicated on **ALL** furniture orders. If set-in-place or assembly is requested, appropriate charges must be authorized. PIA cannot provide set-in-place and/or assembly for items previously received.

1. **Dockside Delivery** is delivery to either the building loading dock or to any accessible first floor entrance location with 50 feet from the point of unloading carrier truck. The unit price listed in the schedule includes delivery strictly to dockside locations. This does not include unboxing, unwrapping or assembly. Any delivery not meeting either definition for dockside delivery will require additional set-in-place charges.
2. **Set-In-Place Delivery** is delivery to your office location with furniture items placed at point of use or a delivery over 50 feet from point of unloading carrier truck. This service includes unboxing and removal of packaging material: it does not include assembly. Please notify Customer Services in advance of delivery of any possible delivery obstacles, e.g., no available freight elevator, narrow stairs, and/or stair wells or other obstacles.

**NOTE: Moving existing furniture prior to set-in-place of new furniture is the responsibility of the customer. The customer will be charged \$50.00 per hour, 1 hour minimum, if the delivery person is engaged in moving existing furniture.**

3. **Set-In-Place/Assembly** is an additional service that can be provided upon customer request. This service includes delivery and connecting or assembling furniture pieces at point of use.

**For actual set-in-place charges, please refer to the following page.**

**SPECIAL HANDLING**

Please contact your Sales Representative at 916/ 358-2733 or CALNET 434-2733 regarding set-in-place charges on large quantity orders or new building installations.

**PIA CUSTOMER SERVICE**  
**916/ 358-2727 or CALNET 434-2727**

**PIA SALES REPRESENTATIVE**  
**916/ 358-2733 or CALNET 434-2733**

**Website : [www.pia.ca.gov](http://www.pia.ca.gov)**

**BEDDING PRODUCTS**

The following sections are specific to bedding products (mattresses, pillows, pillow covers) and replace those listed under the institutional terms and conditions and the Office furniture Terms and Conditions.

**WARRANTY POLICY**

Innerspring mattresses have a 5-year warranty on materials and workmanship as follows (NOTE: Stains, soil, and damaged border wire negate any warranty): Two years from the date of delivery, PIA at its option and expense, will repair or replace any innerspring mattress which, under normal usage, fails to meet specifications. Three to five years from date of delivery, PIA, at its option, will repair or replace innerspring mattresses which, under normal usage, fail to meet specifications. PIA will issue a credit for a prorated amount based on the original selling price of the product. For example, mattresses returned after 36 months from the date of delivery would receive a 24-month credit of the original price; i.e., 40 percent of the original purchase price. If the product has been discontinued, a comparable mattress would be provided.

Cotton Core (new or refurbished) and pillows, at PIA's discretion will be replaced or repaired free of charge if the product is judged to be defective. It is the customer's responsibility to inspect items at the time of delivery to the extent practical. Damaged merchandise must be reported within 10 days of delivery (see Ship-ment Damages/Shortages on Page ii).

If any defect is discovered within the warranty period, notification should be made promptly to PIA. Proof of purchase must be provided for repair or replacement within the warranty period. PIA reserves the right to examine mattresses/pillows on site prior to their return, if reported as defective or damaged.

**FREIGHT CHARGES**

All freight charges quoted below are for dockside destinations within California only. Set-in-place delivery on all bedding products is determined on a case-by-case basis. For destinations outside California or set-in-place delivery, please call your PIA Sales Representative for a quote.

Excluding innerspring mattresses, prices quoted for bedding products include freight prepaid to dockside destination within California via the carrier of PIA's choice.

**INNERSPRING MATTRESSES**

Freight charges specific to innerspring mattresses are as follows:

For quantities of 1-99	\$10.00 per mattress
For quantities of 100 or more	\$5.00 per mattress

Charges for pick-up and disposal of innerspring mattresses are determined on a case-by-case basis due to the wide range of disposal fees throughout California.

**STORAGE FEES**

Storage fees for innerspring mattresses may apply when the scheduled delivery date is changed to a later date at the customer's request and PIA must store the mattresses that are already manufactured. The customer must notify PIA immediately when the new delivery date is known.

**CALIFORNIA TB 129 FIRE SAFETY CODE**

PIA manufactures innerspring mattresses to the standards set forth in California Technical Bulletin 129. For available products, refer to the "Bedding" section in the PIA price pages.

**REFURBISHED MATTRESS POLICY/PROCEDURE**

PIA offers refurbished, used, cotton core mattresses on a one-for-one exchange in specified sizes. PIA will only refurbish mattresses manufactured by their own factory. The customer must provide an acceptable, used mattress and it will be exchanged with a refurbished mattress. Please refer to price pages for specific refurbished products.

To exchange a used PIA mattress for a refurbished mattress:

- 1) Place an order for a refurbished mattress and PIA will ship.
- 2) Contact the San Quentin PIA Warehouse at (415) 454-1460, Extension 5613 with 60 days, and inform them when the used mattresses can be picked up.
- 3) Palletize and shrink wrap the mattress to be retrieved.
- 4) PIA will pick up the mattresses(es) on a one-for-one exchange. The quantity of used mattresses to be picked up may not exceed the order for the refurbished mattresses.
- 5) PIA will notify the carrier and provide a date for the carrier to pick up the used mattress(es), within 30 days from notification to the customer.
- 6) The carrier will retrieve the mattresses from the customer and deliver to PIA. The carrier does not inspect the mattresses. It is the customer's responsibility to ensure the mattresses were originally made by PIA, are dry, and contain no hazardous materials or bio-waste.

**Note: PIA reserves the right to return or refuse pickup of mattresses it deems unqualified for the refurbishing program, and to charge applicable freight costs to the customer. Mattresses infected, infested, or otherwise posing a danger to the health of persons handling the used mattresses will be refused.**

JULY  
2003

## TERMS AND CONDITIONS

Page 4

## SET-IN-PLACE CHARGES (Per Delivery Location)

Furniture/Cabinets/Files	Wood Shelving	Industrial Shelving
<p><b>DESCRIPTION</b></p> <ul style="list-style-type: none"> <li>Large bulky items such as standard desks, 8' tables and sofas. <b>\$25.00 per Unit</b></li> <li>Medium sized items such as credenzas, 5' and 6' office tables, executive chairs, lounge chairs, 78" high wardrobe cabinets and 5', 6' and 7' vertical files. <b>\$15.00 per Unit</b></li> <li>Small items such as small utility tables, office chairs, 48" high wardrobe cabinets and 2', 3' and 4' vertical files. <b>\$5.00 per Unit</b></li> </ul>	<p><b>DESCRIPTION</b></p> <ul style="list-style-type: none"> <li>Single/Double faced shelving units <b>UNDER</b> 60" high. <b>\$5.00 per Unit</b></li> <li>Single /Double faced shelving units <b>OVER</b> 60" high. <b>\$15.00 per Unit</b></li> </ul>	<p><b>DESCRIPTION</b></p> <ul style="list-style-type: none"> <li>Up to 2 Units <b>\$50.00 per Unit</b></li> <li>Each additional unit. <b>\$25.00 per Unit</b></li> </ul> <p>Shelving is shipped palletized. Customers are required to have a receiving dock and a fork lift or pallet jack. If these facilities are <b>NOT</b> available, PIA <b>MUST</b> be notified at the time of ordering to determine accessorial charges for unloading and depalletizing.</p>

For large quantity orders or for new building installation, contact your PIA Sales Representative for accessorial charges. Set-in-place and accessorial charges must be authorized on your Contract Delegation.

## SET-IN-PLACE &amp; ASSEMBLY CHARGES (Per Delivery Location)

Furniture/Cabinets/Files	Wood Shelving	Industrial Shelving
<p><b>DESCRIPTION</b></p> <ul style="list-style-type: none"> <li>Items such as secretarial and executive desks and work centers with returns, peninsulas, bridges, wedges, and the larger tables require assembly on site. If you choose to assemble items yourself, use the standard set-in-place charge applicable. <b>\$45.00 per Unit</b></li> </ul>	<p><b>DESCRIPTION</b></p> <ul style="list-style-type: none"> <li>Assembly of single faced units <b>UNDER</b> 60" high. <b>\$25.00 per Unit</b></li> <li>Assembly of double faced units <b>UNDER</b> 60" high. <b>\$45.00 per Unit</b></li> </ul>	<p><b>DESCRIPTION</b></p> <p><b>INSTALLATION NOT AVAILABLE</b></p>

Delivery charges for freestanding screens may be found in that section of the price list.

**Note: Due to seismic requirements PIA only assembles shelving under 60" tall and is unable to install any shelving units.**

**OPTIONS & ACCESSORIES DELIVERY CHARGES**

DESCRIPTION/ITEM NO.	QUANTITY	CHARGE
<b>PAPER MANAGEMENT SYSTEM</b>	1-10	\$3.90
(mix or match)	11-20	6.00
Items 5700-5705, 5709-5720, 5730	21-29	8.50
	30 or more	add .25 ea.
<b>CHAIR CASTERS, SOFT ***</b>	1-10	\$4.25
Item 6299	11-20	5.50
<b>MINI WRIST REST</b>	21-29	7.00
Item 6992	30 or more	add .25 ea.
<b>CASTER KIT</b>		
Item 7081		
<b>PADDED WRIST REST</b>		
Item 6990		
<b>MOUSE TRAY ***</b>	1-10	\$6.25
Item 5620	11-20	10.00
<b>DELUXE WRIST REST</b>	21-29	12.00
Item 6991	30 or more	add \$2.00 ea.
<b>CPU HOLDER</b>	1	\$4.11
Item 7080	2	5.44
<b>ELECTRIC MOTOR</b>	3	6.18
Item 7077	4	8.87
<b>ADJUSTABLE FOOT REST</b>	5	10.30
Item 7010	6	11.16
<b>KEYBOARD SUPPORT TRAY</b>	7	11.91
(w/o support arm) Item 6447	8	28.28
	9 *	32.51
<b>MOUSE TRAY ***</b>		
Item 5622		
<b>KEYBOARD SUPPORTS ***</b>		
Items 6444, 6445		
<b>LEG EXTENSION KIT</b>		
Item 7078		
<b>KEYBOARD SUPPORT CLAMP***</b>	1	\$4.79
(with support arm) Items 6448, 6449	2	7.53
<b>KEYBOARD SUPPORT TRAY***</b>	3	10.06
(with support arm) Item 6447	4	11.46
	5	28.28
	6	34.64
	7	41.30
	8	46.69
	9 *	52.07
<b>CPU HOLDER</b>	1	\$6.18
Item 7079	2	11.16
	3	32.51
	4	44.00
	5**	54.09

**NOTE:**

This schedule supersedes specified minimum weight limits and freight charges listed under "Terms and Conditions" in the Wood and Metal Furniture price schedule in this catalog.

- \* Charges apply on orders for less than 10 items per location. For orders 10 and over per location, freight is included.
- \*\* Charges apply on orders for less than 5 items per location. For orders 6 and over per location, freight is included.
- \*\*\* Installation/set up and removal of packaging is the responsibility of the customer when ordered separately from furniture.

**STANDARD PIA LAMINATES & FINISHES**

All products and options including colors, finishes, fabrics and features offered in the PIA catalog are subject to change without prior notice. The most current State price schedule and PIA price page supplements supersede catalog descriptions and available products.

Custom laminates, finishes, colors and edge treatments may be available but must be approved and priced prior to submitting order. Requests for custom materials will be upcharged. Contact your Sales Representative for assistance.

**WOOD PRODUCTS****WOOD FURNITURE /SHELVING****EL DORADO SERIES****PREMIER LINE****VANGUARD SERIES****CONCOURSE GROUP****WOOD FRAME CHAIRS****STANDARD LAMINATES/FINISHES****OAK • MAHOGANY • CHERRY • WALNUT**

Oak, Walnut

Oak, Mahogany, Cherry

Oak, Walnut (selected items Mahogany/Cherry)

Oak, Walnut, Folkstone, Folkstone Grafix, Prairie Terra

Oak, Walnut (selected items Mahogany/Cherry)

**FABRIC COLORS**

Boulder, Cayenne, Black, Hunter, Mercury, Navy, Purple Haze, Azul, Paprika, Pebble, Sandstone, Chile, Granite, Ocean, Sand, Sherwood

**RECYCLED FABRIC COLORS**

Clover, Cornflower, Mica, Sandbar

**STANDARD VINYL COLORS**

Briar Brown, Claret, Coal, Grey, Sapphire, Fawn

**PREMIUM VINYL COLORS**

Nile, Ebony, Norse, Smoke, Taupe, Wine

**METAL PRODUCTS****FURNITURE/SHELVING****CONCOURSE GROUP****PAINT COLORS****Laminate Tops:** Oak, Walnut, Folkstone, Folkstone Grafix, Prairie Terra**Metal Underbody, Enamel Colors:** Carbon on Woodgrains; Stone on Folkstone and Folkstone Grafix; Sand on Prairie Terra**TABLES/LIBRARY FURNITURE****Laminate Tops:** Oak, Walnut, Folkstone, Pumice**Metal Underbody Enamel Colors:** Carbon, Slate, Stone, Sand**FOLDING TABLES****Laminate Tops:** Oak, Walnut, Folkstone, Prairie Terra**Metal Underbody Enamel colors:** Sand, Warm Gray, Brown, Black**FOLDING TABLE TRUCK**

Aztec Brown

**DETENTION FURNITURE**

Lite Gray, Autumn Haze

Unless otherwise noted, gray primer provided on wall mounted items.

**INDUSTRIAL SHELVING**

Stone, Autumn Haze

**STEEL STORAGE, WARDROBE CABINETS**

Lite Gray, Stone, Autumn Haze, Carbon, Sandalwood, Sand

**VERTICAL SHELF FILES**

Slate, Desert Sage, Sand, Carbon, Stone, Autumn Haze, Lite Gray

(See price pages for specific items offered in chrome frames)

**OFFICE SYSTEMS FURNITURE**

For information on PIA's open office panel system contact your PIA Sales Representative or call 916/358-2733.

**STANDARD COLORS FOR METAL FURNITURE**

	BLACK	BROWN	WARM GRAY	SAND	AUTUMN HAZE	CARBON	STONE	SLATE	SAND	AZTEC BROWN	DESERT SAGE	SANDALWOOD	LITE GRAY
<b>FOLDING TABLES</b>	●	●	●										
<b>FOLDING TABLE TRUCKS</b>									●				
<b>INDUSTRIAL SHELVING</b>				●		●							
<b>VERTICAL SHELF FILES</b>				●	●	●	●	●	●	●	●	●	
<b>CENTURY SYSTEMS Office System</b>					●	●	●	●	●				
<b>CONCOURSE GROUP Computer Furniture</b>					●	●	●				●		
<b>DETENTION FURNITURE *</b>				● *								● *	
<b>STEEL CABINETS</b>				●	●	●	●	●	●		●	●	●

\* Gray primer provided on wall mounted detention products.

## SEISMIC STANDARDS/INSTALLATION

### FURNITURE/STEEL CABINETS

**S**teel Cabinets (Storage and wardrobe) meet California Administrative Code Title 24, Part 2, Section 2-2312, (Earthquake Safety) seismic standards, if installed per manufacturer's instructions.

**Installation is the responsibility of the purchaser.** Installation hardware is included with each unit.

In accordance with the California Administrative Code, Title 24, State Building Code, Part 2, Section 2-2312, **Earthquake Safety**, all:

"Storage racks with the upper storage level more than 5 feet in height (plus contents);"...

"Floor supported cabinets and book shelves more than 5 feet in height (plus contents);"...

"Wall hung cabinets and storage shelves (plus contents); **must be designed, constructed and anchored in such a manner as to resist stresses and limit deflections caused by earthquake forces.**"

Prior to use of the shelving system, cabinets, etc., the structure must be anchored in accordance with drawings supplied by the manufacturer.

Local agencies should check with their governing bodies to determine if compliance with UBC/CAC is required.

### WOOD SHELVING

**I**n order to comply with California Administrative Code Title 24, part 23, Section 32-2312 (Earthquake Safety) seismic standards, all PIA wood shelving over 60 inches in height must be anchored against movement during an earthquake.

All shipments for wood shelving over 60 inches high will be accompanied by instructions which will be attached to the bill of lading along with the hardware necessary to comply with these standards.

**Installation is the responsibility of the purchaser.** Customer Service can provide a list of potential installation contractors. The installation contractor will be responsible for the **final anchoring hardware depending on the building structure.**

You must follow standard procurement procedures to obtain a contractor.

**PIA will not be** liable, nor held responsible for improper installation or use of this product.

In order to provide the proper hardware to meet seismic standards for shelving **OVER** 60 inches high, please complete the questionnaire and worksheet on the following pages. If you are ordering shelving **UNDER** 60 inches high, complete the worksheet only.

### INDUSTRIAL SHELVING

**C**alifornia Administrative Code Title 24, State Building Code 2, Part 2 (CAC 24, SBC 2), requires that industrial steel shelving be designed, assembled and anchored so as to resist seismic forces when fully loaded.

The industrial steel shelving components listed on the following State Price Schedule when assembled and anchored as prescribed by the manufacturer are certified by the Office of the State Architect (OSA) to be compliant with CAC 24, SBC Part 2.

Any other sizes, configurations, anchorages, etc., that the end user may wish to order shall require additional calculations, prepared and signed by a California licensed structural or civil engineer substantiating compliance of the shelving installation to the California Administrative Code. These calculations shall be the responsibility of the end user.

*If you have any questions, please contact your PIA Sales Representative or call 916/358-2733.*